PROPOSAL-BASED NEW BUSINESS DEVELOPMENT Researcher LMS-CP-1902 **Program Office** LMS-CP-1902 is being revised by START 1 Revision: D-3 Innovation Institute to incorporate START 2 new requirements. Please contact Identify a new or the document author for further continuing science Identify or technology opportunities to guidance. requirement propose and alert Objectives: researchers -to ensure that all proposals, other than those for Proposal-Based Pre-Proposal Team Develop an initial Research and Analysis (R & A) for Atmospheric and Space Sciences concept to enable (LMS-CP-1340) are prepared in such a way as to maximize the Work with Develop the the required potential for selection researchers and candidate science or -to identify and respond to new business opportunities Competency approach technology need personnel to form a consistent with and review against Original signed on file pre-proposal opportunities to Approval competency and propose team(s) to mature Center Director Center goals with candidate approach (see Note 1) the competency office General Information Develop an The following record is generated by this procedure and should be opportunity maintained in accordance with CID 1440.7: response strategy Opportunity Response File and proposal candidate(s) with the pre-proposal Definition team(s) and open A proposal is defined as any type of bid or response that is used to propose an Opportunity to a new business opportunity. Examples include formal proposals or Response File advocacy packages. (see Note 2) Note 1 Review the Proposal opportunities consist of: proposal -NASA Announcements of Opportunity candidate(s) for -NASA Research Announcements cost to propose and -Solicitations from other government agencies (both foreign and domestic) impact on LaRC -Unsolicited proposals ability to support The opportunity response strategy should consider: Obtain approval to -In-house vs. out-of-house development approach proceed with the -External partnerships proposal -The number of proposals to be submitted candidate(s) -LaRC roles and responsibilities per LMS-CP-1905 -Competitive Posture END Proposal teams may consist of any of the following: Approved? -Scientists/researchers -Costing analysts (MSO) Yes -Schedule analysts (MSO) -Other Business Management representatives (MSO) Assist the -Project Managers researcher and -Systems engineers (hardware and software) competency -Technicians personnel to Management -Procurement specialists appoint a proposal Support Office (MSO) Education and outreach specialists manager and -Industry representatives proposal team Meet with proposal -Universities members team(s) to -Foreign participants (see Note 3) determine business Proposal Team(s) management support Contact MSO for requirements, proposal cost and Develop a first provide required draft of the business support, and proposal management document support support requirements in Opportunity Response File To next page

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(see Note 3)

Revision: D-3 From previous page Note 4 Convene a This review is conducted by members proposal review of the proposal team to determine if and modify the draft proposal meets the proposal as science/technical requirements and needed the required format for submission. (see Note 4) Note 5 The following are methods of Red team formalizing working **Program Office** review relationships: required? -Space Act Agreement or Form an Interagency Agreement independent Yes -Statement of Work for a LaRC review potential procurement team (red team) Complete draft contract proposal and and review the submit to program proposal for office for a red consistency to objectives and team technical, management, and cost content Work with the program office to Submit comments address all to the proposal comments from red team team review and develop the final draft Proposal Finalize external partnerships if required (see Note 5) PEIR review required? (see Note 6) Develop the **Briefing Package** for the PEIR and Coordinate with submit for review, PIO to form the update program PEIR office Opportunity Project Response File Implementation (see Note 6) Office (PIO) Conduct the review, prepare Minutes and Findings, submit to Address findings the approving and develop/revise authority and the Final Proposal proposal team, update program office Opportunity Response File To next page To next page

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Proposal Team(s)

Note 6

The Project/Experiment Initiatives Review

(PEIR) evaluates new project/experiment

adequacy of resource estimates and issues

The objective of the PEIR committee is to

provide guidance to the Center Director on

the ability of the Center to supply those

-Permanent Chairperson--Head, PIO or

-Permanent Secretary--appointed by the

-Competency Management Representatives

PEIR Briefing Package contents will include:

resources if the proposal is selected.

Membership includes:

Permanent Chairperson

-Science/mission objectives-Technical/scientific merit

-Institutional support estimates

-Experiment overview

-Resource estimates

-Schedule estimates

--Alignment with LaRC mission

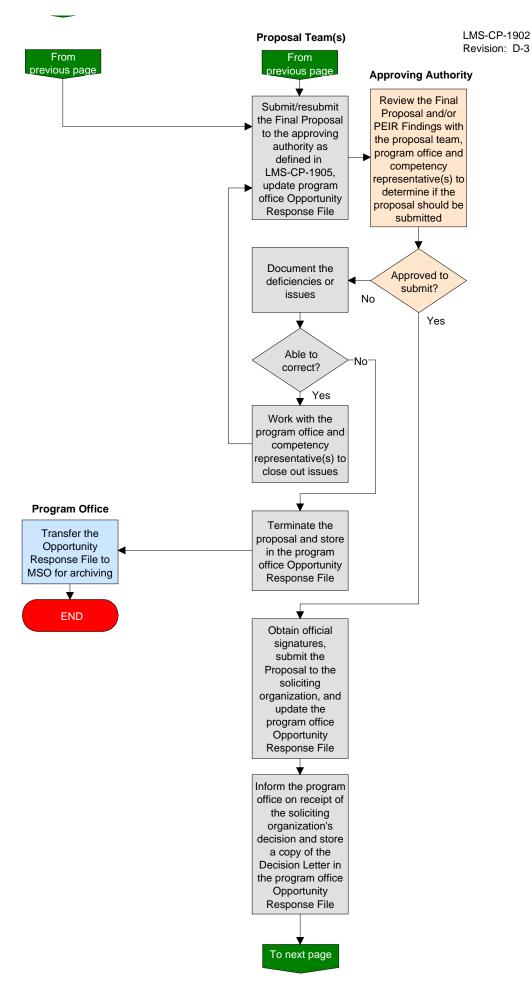
designee

the adequacy of the proposed resources and

initiatives or proposals on the basis of

related to institutional support.

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